

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

**Arlington School Committee
School Committee Meeting
Monday, February 1, 2016
5:00 PM**

Policies and Procedures Subcommittee

*Arlington High School
School Committee Room
869 Mass Avenue, 6th Floor
Arlington, MA 02476*

Public Participation

Approval of draft minutes January 11, 2016

Review of policies concerning School Committee meeting dates and times

Developing a policy concerning Electronic Signatures for Warrants

Approval of preamble language to Kindergarten and first grade admission policy

New Business

Date for next meeting

Adjournment

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Review of policies concerning school committee meeting dates and times

Submitted by Judson Pierce, Chair



Town of Arlington, Massachusetts

Approval of draft minutes January 11, 2016

ATTACHMENTS:

Type	File Name	Description
Minutes	SC_P_P_meeting_draft_minutes_1-11-16.docx	1 11 2016 DRAFT P&P MEETING MINUTES

Policies and Procedures Subcommittee, Arlington School Committee

School Committee Room—January 11, 2016 –8:15 a.m.

Draft Minutes

In Attendance:

Subcommittee Members:	Judson L. Pierce-Chair
	Jennifer Susse
School Committee Member:	William Hayner
Administration:	Kathleen Bodie-Superintendent, Robert Spiegel-Director of Human Resources
Absent:	Subcommittee Member Kirsi Allison-Ampe

The meeting was called to order at 8:15am. A motion to approve the Draft minutes from the December 7, 2015 Policies and Procedures meeting was made by Dr. Susse, seconded by Mr. Pierce. The motion passed unanimously 2-0.

There was no public participation.

Further review needs to be made regarding whether or not we can develop a policy for electronic signatures on warrants. Dr. Bodie will be asking the Comptroller Mr. Richard Viscay for his understanding. Mr. Viscay wanted to consult with auditors in the Department of Revenue.

The Subcommittee discussed policies concerning professional staff contracts and compensation plans as well as staff salary schedules and employment of principals. (Files GCB, GCBA, and GCBB). It was noted that changes in compensation to staff has to be approved by the School Committee. The question before the subcommittee is whether or not we want to amend the policy to make it stronger or to relax the requirement in certain instances. Dr. Susse stated that the School Committee has a fiduciary responsibility but we do not want to micro manage. Dr. Bodie indicated that these Files were crafted by the Massachusetts Association of School Committees, are these the policies that work best for us. More research and thinking needs to be done on this.

The subcommittee also addressed File JKAA concerning restraint. Attorney Rebecca Bryant suggested revisions. The subcommittee wants to be sure about the complaint process before

recommending the revised policy to the full School Committee. Specifically what is our complaint process and we should reference it in the revised policy.

Future business: Terms of School Councils. An October 1st to September 30th cycle would be a big help according to Dr. Bodie specifically this would help in order to keep members on the Council for approval of the School Improvement Plans.

A doodle email will be sent out to schedule the next meeting to further conduct the business of the 2015-2016 SC year. Motion to adjourn by Dr. Susse, seconded by Mr. Pierce, passed unanimously at 9:30 am.

REGULAR SCHOOL COMMITTEE MEETINGS

The School Committee shall schedule 20 Regular Meetings during each school year. Regular meetings shall be scheduled on Thursday evenings, with specific dates to be set by a vote of the Committee at the time of the adoption of the annual school calendar. Regular Meetings shall begin promptly at 6:30 p.m. and adjourn by 10:00 p.m., unless the rules are suspended by a two-thirds vote of the members present. A time shall be set by majority vote of the Committee members present for completion of the business.

CROSS REFS.: BE and BD and subcodes (all relate to School Committee meetings)

Revised and approved by the Arlington School Committee 6/12/14



Town of Arlington, Massachusetts

Approval of preamble language to Kindergarten and first grade admission policy

ATTACHMENTS:

Type	File Name	Description
Policy	jeb_entrance_age.pdf	JEB Entrance Age
Policy	jf_School_admission.pdf	JF School Admissions

ENTRANCE AGE

The School Committee has the authority, within the limits of the law and State Board of Education regulation, to set the entrance ages for children admitted to kindergarten and grade one. In order to be admitted to kindergarten in the public schools, a child must attain the age of five by August 31 of the year in which he/she will enter. To enter grade one, a child must be six years old by August 31.

CROSS REFS: JEA, Compulsory Attendance Dates
 JF, School Admissions

Revised: **September 27, 2005**

SCHOOL ADMISSIONS

Children meeting the entrance age requirement who have never attended school shall be admitted by the Principals. Children entering the Arlington schools from other schools shall be admitted at whatever time in the year they qualify for and request admission. In general, transfer students will be placed at the grade levels to which they were assigned in their previous schools.

Registration of Kindergarten Children

Advance registration for prospective kindergarten students shall take place in April. Every student seeking admission to school for the first time must present proof of residency, a birth certificate or equivalent proof of age acceptable to the Principal and proof of vaccination and immunizations as required by the state and the School Committee.

LEGAL REFS.: M.G.L. 15:1G, 76:1, 76:5, 76:16

CROSS REFS.: JEC, Entrance Age

Revised: **February 6, 2006**



Town of Arlington, Massachusetts

New Business

ATTACHMENTS:

Type	File Name	Description
Policy	gcb_Professional_staff_contracts_and_compensation_plans.pdf	GCB Profess Staff
Policy	gcba_Professional_staff_salary_schedules.pdf	GCBA Professional staff salary
Policy	gcbb_Employment_of_Principals.pdf	GCBB Employment of Principals

PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS

The School Committee determines the compensation to be paid professional employees in the following ways:

1. Bargaining groups selected by staff as listed below negotiate with the School Committee for the salaries and benefits given their members. All certified personnel except principals, central office administrators and substitutes are represented by these groups.
 - ◆ Arlington Education Association: Bargaining group for teachers and other professionals,
 - ◆ Arlington Administrators Association: Bargaining group for administrators other than principals and central office administrators.
2. Principals and central office administrators are compensated at rates set by the Committee after the Superintendent has made his or her recommendations.

Individual Contracts

Teachers and supervisory personnel referenced in Paragraph 1 above shall serve under one-year contracts for each of the first three years of employment. Each professional staff member referenced in Paragraph 2 above shall be issued an individual contact with the School Committee. The term of the contact between the Committee and each central office administrator may be from one to six years, at the discretion of the Committee, upon the recommendation of the Superintendent. The term of the contract between the Committee and principals shall be a negotiated between the Superintendent and the principal.

The term of each individual employment contract shall begin July 1, although personnel who work September-June shall start work on the assigned day at the beginning of the school year.

All changes in the terms of individual contracts for professional staff members referenced in Paragraph 2 above will be put into explicit written amendments to the contract reviewed by the Committee's legal counsel and signed by both parties.

LEGAL REFS.: M.G.L. 71:38; 71:40; 71:41; 71:43

CROSS REFS.: GCB subcodes (all relate to compensation and benefits for professional staff)
 GCE, Part-Time and Substitute Professional Staff Employment
 GCG, Professional Staff Probation and Tenure HG,
 Method of Determining Professional Staff Negotiating Organizations

CONTRACT REFS.: AEA Unit A and AAA, I and VI-B-1, B-5 and B-6

Revised: **September 27, 2005**

PROFESSIONAL STAFF SALARY SCHEDULES

Teachers

The School Committee will adopt a salary schedule for regular teaching personnel as part of the contract negotiated with the teachers' bargaining unit. The schedule will be designed to recognize and reward training and experience and encourage additional study for professional advancement.

Principals

Salaries will be reviewed annually prior to July 1. The School Committee, with the advice of the Superintendent, will establish levels of compensation for each position based on the circumstances, dynamics, and requirements of each position. Consideration may be given to individuals for exceptional performance as a basis for establishing merit increases for Principals. It is the responsibility of the Superintendent to present evidence to the School Committee to support recommendations for merit increases.

Administrators

Salaries will be reviewed annually prior to July 1. The Superintendent may, upon the request of the Committee, survey other school systems to determine salaries being paid for comparable positions in each system. The survey will include the effective date of the specified salary.

LEGAL REFS.: M.G.L. 71:40; 71:43

CONTRACT REF.: Teachers' Agreement

EMPLOYMENT OF PRINCIPALS

Principals shall be employed by the Arlington Public Schools under individual contracts of employment. Said contracts shall be submitted to the School Committee for their approval of all terms concerning compensation/benefits, prior to the formal presentation of a contract of employment to the Principal. The compensation/benefit levels, above referenced, may be exceeded only with the approval of the School Committee.

Contracts issued to Principals will be up to three years in length, and may be reissued by the Superintendent at levels of compensation/benefits, determined by the School Committee, provided that the Superintendent may employ a Principal under the terms and conditions of the previous contract of employment.

As a condition of employment, each Principal must maintain current certification, adhere to the policies and goals of the School Committee and the directives of the Superintendent, and annually before July 1 must submit, with the school council, the educational goals and school improvement plan for the school building(s) under his/her direction.

Revised and approved by School Committee January 22, 2008